

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: STAFF SERVICES OFFICER V -
Regional Business Manager

SALARY GROUP: B21

DEPARTMENT: Budget

Page 1 of 3

CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: Sherry Koenig DATE: 06/01/2016

POSITION #: 031224

I. JOB SUMMARY

Performs advanced staff services work. Work involves planning, directing, and overseeing staff services budget functions. Works under minimal supervision with extensive latitude for the use of initiative and independent judgment.

II. ESSENTIAL FUNCTIONS

- A. Oversees the planning and implementation of the regional budget program operations and other fiscal matters; develops, reviews, and implements budget policies and procedures; develops and implements program evaluation activities; and monitors and compiles statistics and prepares budget requests and reports.
 - B. Makes site visits to evaluate regional and facility-based budgets to forecast spending trends related to procurement card purchases, travel, and other fiscal activities; oversees and develops program guidelines, policies, procedures, rules, and regulations; and monitors compliance with policies and procedures.
 - C. Develops procedures to control the disbursement of allocated funds; provides training, technical assistance, and instructions to unit and facility staff and agency officials regarding financial and administrative policies and procedures; and oversees the preparation of training and operational manuals, educational materials, and information programs.
 - D. Researches discrepancies and plans and directs action to reconcile accounts; oversees the preparation of program management and productivity reports and studies; and oversees and reviews unit and facility investigations, analyses, and studies.
 - E. Organizes, assigns, and reviews the work of others; and provides technical guidance and direction in the program area.
- * Performs a variety of marginal duties not listed, to be determined and assigned as needed.

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: STAFF SERVICES OFFICER V -
Regional Business Manager

SALARY GROUP: B21

DEPARTMENT: Budget

Page 2 of 3

III. MINIMUM QUALIFICATIONS

A. Education, Experience, and Training

1. Bachelor's degree from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE). Major course work in Accounting, Finance, Business Administration, Criminal Justice, or a related field preferred. Each year of experience as described below in excess of the required seven years may be substituted for thirty semester hours from an accredited college or university on a year-for-year basis.
2. Seven years full-time, wage-earning finance, accounting, auditing, budget preparation and analysis, or statistical analysis experience.
3. Experience in the use of state accounting systems preferred.
4. Correctional unit operations experience preferred.
5. Governmental agency experience preferred.
6. Experience in the use of Microsoft Office Suite or equivalent to include word processing, spreadsheet, database, or presentation software programs preferred.

B. Knowledge and Skills

1. Knowledge of the principles and practices of fiscal administration and management.
2. Knowledge of applicable state and federal laws, rules, regulations, and statutes.
3. Knowledge of state accounting and budgetary procedures and legal restrictions governing allocation of funds.
4. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
5. Skill to review and analyze technical financial information and develop statistical reports and graphic presentations.
6. Skill to communicate ideas and instructions clearly and concisely.
7. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: STAFF SERVICES OFFICER V -
Regional Business Manager

SALARY GROUP: B21

DEPARTMENT: Budget

Page 3 of 3

8. Skill to interpret and apply rules, regulations, policies, and procedures.
9. Skill in administrative problem-solving techniques.
10. Skill to gather, assemble, correlate, and analyze facts.
11. Skill in the use of computers and related equipment in a stand-alone or local area network environment.
12. Skill in the use of Microsoft Office Suite or equivalent to include word processing, spreadsheet, database, or presentation software programs.
13. Skill to organize, assign, and review the work of others.

IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION

- A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, climb stairs, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry under 15lbs., perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, calculator, copier, fax machine, dolly, telephone, and automobile.